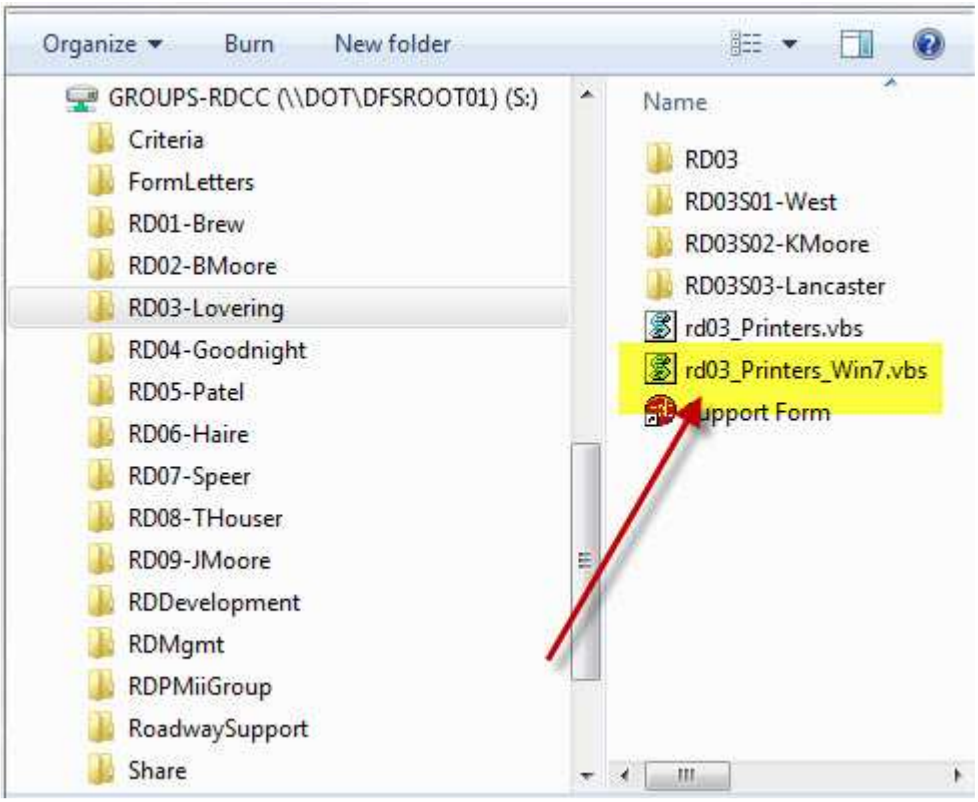
Printing Procedures

Printer Set Up

- Go to your Project Group folder on the S: drive and run the rdxx_Printers_Win7.vbs file.



- This will set up all the printers you need for your work group, including setting the default printer.
- Print queues are profile specific. You log onto someone elses computer, you will need to add print queues.

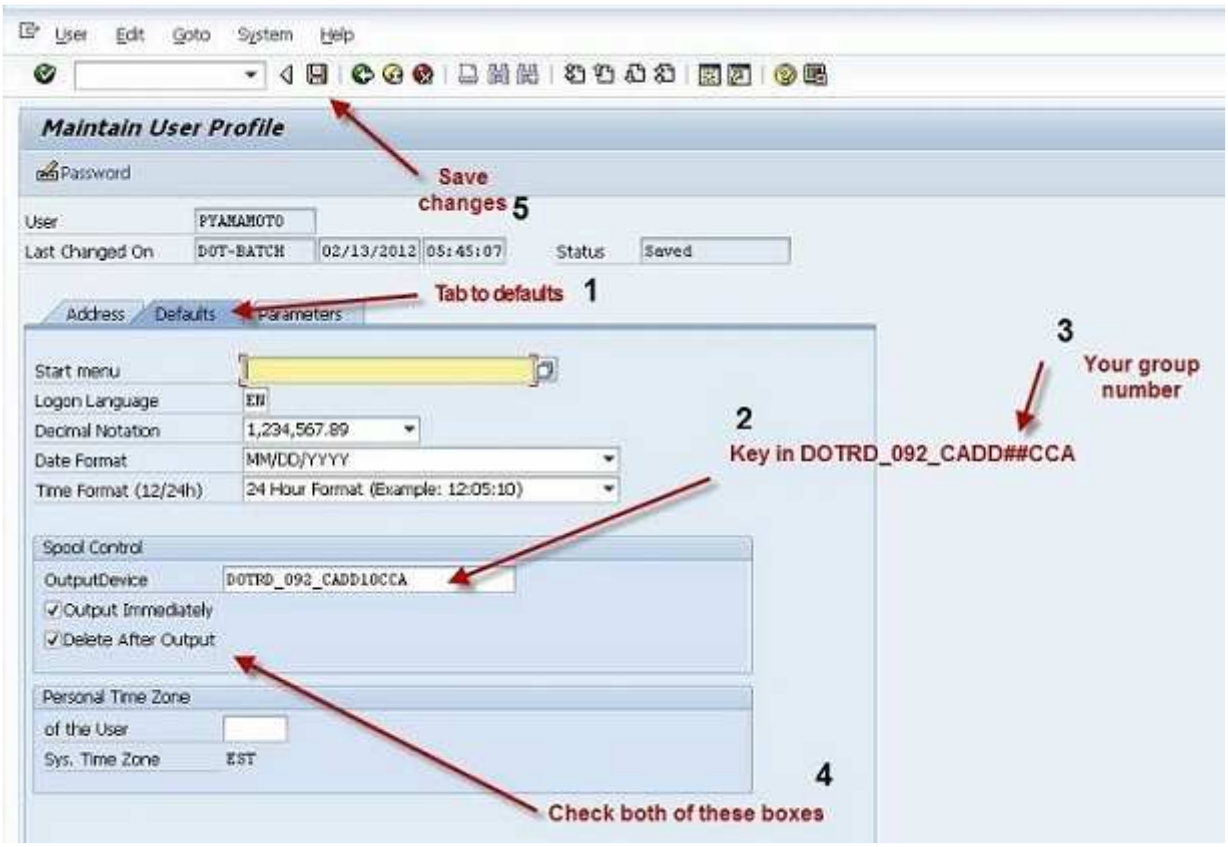
Understanding the Color Laser Plot Queues

- Use the "CSD220711" for Office documents.
- Use the "CSD220711pcl6" for tiffs.
- Use the "CSD220711ps" for pdfs.
- Use the "CSD-5500clja" for DGN letter size.
- Use the "CSD-5500cljb" for DGN 11x17 size.

SAP Printer Set Up

- From the main SAP page tool bar, select " **SYSTEM** > **USER PROFILE** > **OWN DATA** "

- This will pull your Maintain User Profile.
- Click on the default tab.
- Key in your output device/printer name (ex. DOTRD_092_CADD09CCA).
- Under Spool Control make sure both Output Imediately and Delete after input are checked.
- Click save on the diskette button at the top of the page.


User Edit Goto System Help
Maintain User Profile
Password
Save changes 5
User PYAMAMOTO
Last Changed On DOT-BATCH 02/13/2012 05:45:07 Status Saved
Tab to defaults 1
Address Defaults Parameters
3
Your group number
Start menu
Logon Language EN
Decimal Notation 1,234,567.89
Date Format MM/DD/YYYY
Time Format (12/24h) 24 Hour Format (Example: 12:05:10)
2
Key in DOTRD_092_CADD##CCA
Spool Control
OutputDevice DOTRD_092_CADD10CCA
Output Immediately
Delete After Output
Personal Time Zone
of the User
Sys. Time Zone EST
4
Check both of these boxes